



Blitz FCD Studios Pty Ltd

POLICIES AND PROCEDURES

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Blitz FCD Studios Pty Ltd

MEMBER PROTECTION

VERSION 1

Created 20.06.2016

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1. Introduction

Our mission is to provide classes which develop not only physical skills, but life skills and lifelong friendships.

2. Purpose of Our Policy

The main objective of the Blitz Cheer and Dance's ("our", "us" or "we") Member Protection Policy ("policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club's activities.

3. Who Our Policy Applies To

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- **club committee members, administrators and other club officials;**
- **coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;**
- **support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;**
- **referees, umpires and other officials;**
- **athletes;**
- **members, including any life members;**
- **parents;**
- **spectators**

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to Blitz Cheer and Dance and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to Australian All Star Cheerleading Federation

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:



- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in their contract, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- Comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

Blitz Cheer and Dance is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Blitz Cheer and Dance acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

Blitz Cheer and Dance will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when the deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Employees and Volunteers

Blitz Cheer and Dance will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

Blitz Cheer and Dance will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, Blitz Cheer and Dance will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance



Blitz Cheer and Dance will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

7.1.5: Empower and Promote the Participation of Children in Decision-Making and Service Development

Blitz Cheer and Dance will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

Blitz Cheer and Dance will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for competitions or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts).

7.4 Taking Images of Children

Images of children can't be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.



8. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;



- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3 Bullying

Blitz Cheer and Dance is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

9. Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a disability

Blitz Cheer and Dance will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity



All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

Blitz Cheer and Dance is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with the Director. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;



- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
 - counselling of the individual to address behaviour;
 - withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
 - suspension or termination of membership, participation or engagement in a role or activity;
 - de-registration of accreditation for a period of time or permanently;
 - a fine; or
 - any other form of discipline that our club considers reasonable and appropriate.
-



Attachment 1: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Location/event of alleged issue		
Description of alleged issue		



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	



PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with *children* in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to Alyssa Valentine so that she can manage the situation.



Step 3: Protect the child and manage the situation

- Alyssa Valentine will assess the immediate risks to the child and take interim steps to ensure the child’s safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Alyssa Valentine.
- Alyssa Valentine will consider what services may be most appropriate to support the child and his or her parent/s.
- Alyssa Valentine will consider what support services may be appropriate for the alleged offender.
- Alyssa Valentine will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by Blitz Cheer and Dance Director.
 - Alyssa Valentine will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478



CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	



Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.



Blitz FCD Studios Pty Ltd

SOCIAL MEDIA POLICY

Policy overview and purpose

Social media is changing the way we communicate.

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to Blitz Cheer and Dance.

This policy contains Blitz Cheer and Dance guidelines for the Blitz Cheer and Dance community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Coverage

This policy applies to all persons who are involved with the activities of Blitz Cheer and Dance, whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of Blitz Cheer and Dance, persons appointed or elected to Blitz Cheer and Dance boards, committees and sub-committees;
- employees of Blitz Cheer and Dance;
- members of Blitz Cheer and Dance;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- coaches and assistant coaches;
- athletes;
- referees, umpires and other officials;
- member associations
- **AASCF** and **USASF**

Scope



Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing Blitz Cheer and Dance on social media; and
2. if you are posting content on social media in relation to Blitz Cheer and Dance that might affect Blitz Cheer and Dance's business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Blitz Cheer and Dance or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to Blitz Cheer and Dance may still be regulated by other policies, rules or regulations of Blitz Cheer and Dance.

Using social media in an official capacity

You must be authorised by Blitz Cheer and Dance's Director before engaging in social media as a representative of Blitz Cheer and Dance.

As a part of Blitz Cheer and Dance's, community you are an extension of the Blitz Cheer and Dance's brand.



As such, the boundaries between when you are representing yourself and when you are representing Blitz Cheer and Dance can often be blurred. This becomes even more of an issue as you increase your profile or position within Blitz Cheer and Dance. Therefore it is important that you represent both yourself and Blitz Cheer and Dance appropriately online at all times.

Guidelines

You must adhere to the following guidelines when using social media related to Blitz Cheer and Dance or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Blitz Cheer and Dance.

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Blitz Cheer and Dance recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.



If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Blitz Cheer and Dance) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

Reasonable use

If you are an employee of Blitz Cheer and Dance, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of Blitz Cheer and Dance's confidential information. This includes information that is not publically accessible, widely known, or not expected to be shared outside of AASCF.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by Blitz Cheer and Dance, it is perfectly acceptable to talk about Blitz Cheer and Dance and have a dialogue with the community, but it is not okay to publish confidential information of Blitz Cheer and Dance. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about Blitz Cheer and Dance: e.g. team, coaching practices, financial information and trade secrets.

When using social media you should be considerate of others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Gaining permission when publishing a person's identifiable image

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.



You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others and Blitz Cheer and Dance's own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

Discrimination, sexual harassment and bullying

The public in general, and Blitz Cheer and Dance's employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by Blitz Cheer and Dance's values and Anti-Discrimination, Harassment and Bullying Policy.

Dealing with mistakes

If Blitz Cheer and Dance makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses Blitz Cheer and Dance of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

Conscientious behaviour and awareness of the consequences

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your membership/employment at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.



Branding and intellectual property of Blitz Cheer and Dance.

You must not use any of Blitz Cheer and Dance's intellectual property or imagery on your personal social media without prior approval.

Blitz Cheer and Dance's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on Blitz Cheer and Dance official social media sites or website.

You must not create either an official or unofficial Blitz Cheer and Dance presence using the organisation's trademarks or name without prior approval from Blitz Cheer and Dance.

You must not imply that you are authorised to speak on behalf of Blitz Cheer and Dance unless you have been given official authorisation to do so by the Director.

Policy breaches

Breaches of this policy include but are not limited to:

- Using Blitz Cheer and Dance's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of Blitz Cheer and Dance's anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any content that is a breach of any state or Commonwealth law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing Blitz Cheer and Dance, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

Reporting a breach

If you notice inappropriate or unlawful content online relating to Blitz Cheer and Dance or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances to the Director immediately.



Investigation

Where it is considered necessary, Blitz Cheer and Dance may report a breach of this social media policy to police.

Disciplinary process, consequences and appeals

Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the Blitz Cheer and Dance's Member Protection Policy.

Employees of Blitz Cheer and Dance who breach this policy may face disciplinary action up to and including termination of employment in accordance with our Member Protection Policy or any other relevant policy.

Related policies

- Code of Conduct
- Member Protection Policy
- Grievance Policy

Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trade mark laws, Privacy, confidentiality and information security laws
- Anti-discrimination laws
- Employment laws
- Advertising standards
- *Charter of Human Rights and Responsibilities Act 2006*
- *Information Privacy Act 2000*
- Equal opportunity laws
- Contempt of Court



Blitz FCD Studios Pty Ltd

ARRIVAL AND DEPARTURE

Blitz FCD staff recognise that athletes may arrive/depart outside of their usual training times for various reasons, however we ask that the following policy be followed by all.

Arrival

Athletes who arrive early to class must either; wait in the parent area if their parent is staying, or wait in the athlete retreat if they are being dropped off. The coaches of your session will come into both areas at the beginning of the session to collect you for your class.

Departure

Athletes will be required to wait inside the training area for their parent/caregiver to pick them up, so please ensure you notify the coach, or athlete if they carry a mobile, if you're running late.

Athletes who are staying behind after class for more than 5 minutes must wait in the athlete retreat. Please note that while Blitz FCD has the overall duty of care of athletes while they are on our premises, if they are staying outside of their training times that is up to the discretion of the family, and must be trusted to be unsupervised in the athlete retreat. If Blitz FCD staff have any concerns regarding athletes, we will speak to you individually.

If athletes catch a bus, are often picked up by a friend, or have permission to leave when they have gaps in between classes, please sign the bottom of this form. We understand that many of our older athletes may go shopping after class, or may walk home. However, they will not be allowed to leave our premises without a parent or caregiver unless Duty of Care is released from us at the end of the session time.

I give permission for my child/ren to leave the Blitz FCD premises without a Parent or Caregiver present.

Athlete/s Name _____

Parent/Guardian Name _____

Signature _____ Date _____



Blitz FCD Studios Pty Ltd COACH TRANSPORTATION

Blitz FCD recognises that there are times where athletes have required travel assistance from coaches, including but not limited to/from;

- Competitions
- Practice
- Travel between facilities
- Meetings and extra rehearsals
- Fundraising events

While we do not promote this idea, we are happy to assist families where necessary.

Coaches abide by Australian road safety laws, carry passengers within appropriate licenses and ensure the wellbeing of passengers to the best of our ability. Unfortunately, we cannot guarantee the safety of others on the road, and any passengers travelling with us do so under the Blitz Cheer and Dance/Blitz FCD Studio Medical Waiver conditions.

Unfortunately, unless this form is signed, we cannot take any athletes in our vehicles. If you have ever required assistance from one of our staff, please sign the below form for future travel.

I give permission for my child/ren to travel with the Blitz FCD Studio Staff when required.

Athlete/s Name _____

Parent/Guardian Name _____

Signature _____ Date _____



Blitz FCD Studios Pty Ltd

HEALTH AND SAFETY - HYDRATION

Dehydration

Coaches stress the importance of drinking during breaks even if the athlete is not thirsty. We want parents to know that Blitz FCD Studios takes this issue very seriously. The safety of the children is most important. Even mild dehydration can affect performance. Staying hydrated is extremely important to an athlete's performance because the first signs of dehydration are fatigue and poor balance. Thirst only kicks in after the body has lost 1-2 litres of water. If you are thirsty then you are already dehydrated.

Overheating and performance

It's important for athletes to know that being properly hydrated helps keep the body from overheating. Helping the body promote heat loss when training full out will improve athletic performance and aid in recovery. This is especially important for athletes wearing hot costumes and performing under stage lights. Sweat losses during performance can be significantly more than during rehearsal of the same piece. Therefore, drinking regularly (even small, regular sips) is an important habit.

Here are a few things parents can do to help prevent dehydration during training:

1. Make sure your child is well hydrated before practice. This may include your child drinking a sports drink or water an hour or two before practice.
2. Make sure your child has plenty of water during practice. One bottle of water is not nearly enough for most athletes during practice over 90 minutes.
3. Please reinforce that your child should drink water every time they get a break even if they do not feel thirsty. An athlete cannot get too much water during practice especially in Summer.

For more information, there are numerous good web sites on this topic. Type in "youth sports/dehydration" into any search engine.

Blitz FCD will continue to keep bottles of spring water in stock. If an athlete comes to training without a bottle of water, we will provide them with one at the cost of \$2.00. This will be added to your bill for the month following. The following must be signed, or athletes will not be permitted to train when attending without water.



Blitz FCD Studios Pty Ltd

TEAM SELECTION POLICY – COMPETITION TEAMS

Our commitment

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all athletes prior to the season commencing.

What we will do

Criteria

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the field (behaviour).

In addition, athletes:

- must be financial members of the club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

Process

- Athletes will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be made up of the competition team coaches and will be responsible for selection decisions.
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, athletes will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the Director should be made if these concerns cannot be resolved and the athlete believes s/he has not been treated in accordance with the selection policy.

What we ask you to do

Selecting Coaches

- Ensure athletes are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

Athletes

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
 - Talk with your coach about any concerns and seek feedback about how to improve your performance.
-



Blitz FCD Studios Pty Ltd

ATTENDANCE POLICY

During the competitive season (January-November) practice is essential to the success of the teams.

Teams are most successful when they abide by our attendance policy. Our attendance policy is as follows: We expect that all efforts are made to attend team practices and that families take their commitment seriously. Cheerleading at Blitz FCD Studios must be a priority for your family. If your athlete is absent from practice, it negatively impacts the team, and will affect their role in the routine.

Cheerleading is a team sport, and while its main purpose is for health and recreation, the athletes in competition teams need to take attendance seriously and must commit to their practice and teammates.

The 4 practices leading up to a competition are known as 'Black Out Practices' and absolutely cannot be missed. Any athletes that miss, do so with the understanding that the coaches may make modifications to the routine to better prepare the team for success. Missing a Black Out practice may result in an athlete not being able to compete at the upcoming event. Continued attendance issues will be addressed by the Program Manager and can impact your athlete's future team placement.

Excused absences must be discussed with your team coach. Blitz FCD Studios has a 3 strike rule regarding attendance. If an athlete does not show up to their sessions 3 times throughout the season. They will be asked to join a recreational session & a reserve will be put in their place. This includes holidays and illness' when an athlete is fit enough to come to the session to 'watch'.

Exceptions

Travel arrangements made prior to the season beginning, and notified to the team coach with dates being missed.

Illnesses covered by a medical certificate.

Athletes who are injured with medical certificate. These athletes are still required to attend class to observe.

School Programs. Schooling comes first, so please ensure any events/exams that clash with session times are notified to the team coach by the beginning of each Term.

Leading up to competitions Blitz FCD Studios may schedule full team practices on a weekend. Attendance to these sessions are a MUST and the same rules apply to this as the 'Black Out Practices'. Competitions are also mandatory; athletes and their families are expected to make every effort to attend. Please look carefully at the competition schedule, and take into consideration the travel and fees associated with each team.



Blitz FCD Studios Pty Ltd

COMMUNICATION POLICY

Our commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Social media websites

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.



What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



Blitz FCD Studios Pty Ltd

CODES OF BEHAVIOUR

This Code of Behaviour sets out the minimum standards for anyone involved in sport. It should apply when competing, training or taking part in club-sanctioned activities.

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behaviour in all interactions.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

Athletes

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Play by the rules and show respect for other players, coaches and officials.

Coaches

- Place the safety and welfare of the athletes above all else.
- Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Do not engage in unauthorized discussions regarding athletes moving between clubs, all enquiries must go through administration.



- Do not poach athletes or recommend them to other programs without speaking to the Director first.

Officials

- Place the safety and welfare of the athletes above all else.
- Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other players and officials.

Administrators

- Ensure quality supervision and instruction for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

Parents

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the coach or officials at training and games, where possible.
- Model appropriate behaviour, including respect for other players and officials.

Spectators

- Respect the effort and performances of players and officials.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.



Blitz FCD Studios Pty Ltd

SPECTATOR BEHAVIOUR

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a competition or event will not be tolerated.

These behaviours are outlined in our Code of Behaviour and specifically include:

- using bad language
- harassing or ridiculing athletes, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to athletes, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and athletes, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk at a club event.

What we will do

- Provide members, their parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members, signing our Code of Behaviour).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a competition or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a competition.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our athletes, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.



What we ask you to do

- Help create a positive atmosphere for athletes, officials and other spectators by showing respect for athletes, officials and other spectators.
- Abide by our club's Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club Director or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behaviour and this policy, may face disciplinary action as outlined in our Member Protection Policy.



Blitz FCD Studios Pty Ltd

INCLUDING PEOPLE WITH DISABILITY

Our commitment

Our club welcomes all members of the community, regardless of their abilities. We will include people with disability in our club in both playing and non-playing roles to the greatest extent that we can.

We will endeavour to make our club as accessible as possible, based on our state sports policy on inclusion, the ability of individuals involved in our club, the type and level of competition (e.g., junior versus senior competition and social versus pennant) they want to join and our capacity to make modifications that promote inclusion.

What we will do

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual – and their parents if the participant is a child – for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, equipment, rules or playing environment and modifications to club premises (e.g. putting in a ramp).
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share club information in appropriate ways and formats.
- Expect all members of our club to accept and welcome people with disability.
- Make sure people of all abilities are included in our club's social activities and are recognised for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate in our club without discrimination, harassment or bullying.
- Provide information about other options for participation outside our club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation.

What we ask you to do

If you have a disability:

- tell us what we can do to help include you in our club
- understand that we will do our best to make any necessary adjustments or modifications
- talk to us if you have any concerns or ideas to help us make our club more inclusive.



Blitz FCD Studios Pty Ltd

EMERGENCY PROCEDURES

EVACUATION PROCEDURES

Upon hearing the alarm or when directed by a warden -

- Prepare to evacuate.
- Get your workplace ready to be left unattended. Shut down computers; turn off gas and electrical equipment, if safe to do so.
- For fire, close the doors as you go – do not lock them.
- Assist any person in immediate danger.
- Leave the building via the nearest safe route.
- Obey all directions from wardens.
- Move calmly to the assembly point or other advised area and stay there until the All Clear has been given.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Coaches in charge to take rolls of their classes and ensure all athletes accounted for.
- Wait for the OK to re-enter the building.

FIRE

- Ring **000** and provide details of the fire.
- Assist any person in immediate danger (only if safe to do so).
- If safe to do so, close doors to minimise spread of the fire.
- Attack the fire only if safe to do so.
- Contact nearest warden and follow their directions.
- Assist with the evacuation of mobility impaired occupants.
- Wardens to check upstairs, toilets and parents room.
- Move to the nominated evacuation assembly point, and stay there until the All Clear has been given.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Coaches in charge to take rolls of their classes and ensure all athletes accounted for.

MEDICAL EMERGENCY

Assess the situation -

- Do not move a casualty unless they are exposed to a life threatening situation.
- Contact the nearest first aid officer.
- In extreme emergency situations contact the ambulance service by dialling 0 000 then ring security on 400.
- Arrange for the ambulance to be met at the front gate or other nominated area.
- Remain with the casualty and administer first aid as appropriate until assistance arrives.
- Follow closely the instructions of emergency services personnel and campus wardens.

CIVIL DISTURBANCE

- Keep well clear of the disturbance and do not say or do anything that may encourage irrational behaviour.



- Consider "locking down" the building to prevent unauthorised entry.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.
-

ATTACK OR ARMED THREAT

- Keep well clear of the intruder and do not say or do anything that may encourage irrational behaviour.
- Notify police 000.
- Note as many details as possible.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.
- Stay clear of windows.

PERSONAL PREPARATION

- Know the location of emergency exits in your building.
- Plan an escape route from your office to each exit.
- Familiarise yourself with the location of any break glass fire alarms in your building.
- Note the location of fire extinguishers.
- Familiarise yourself with the names and locations of your building warden and nearest floor wardens.
- Familiarise yourself with the identity and location of the first aid officers and first aid kits.

FIRST AID KITS

First aid kits are located in the Cheer cupboard. Ice Packs are in the freezer.

YOUR WARDENS AND EMERGENCY PERSONNEL ARE:

Alyssa Valentine
 Kahli Page
 Tayla Oldrey

Assembly Point
In the event of fire - Carpark
In the event of bomb threat - Carpark
OR follow the instructions of your wardens

**Your personal safety is the most important
 factor in an emergency**